

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

**Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brightwood College

Program name and
Suggested CIP Code: Medical Assistant Degree 51.0801

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Brent Jenkins

Telephone Number 317-782-0315 Application Type

Date the Form was Prepared 1/25/16 Revised X Initial or Renewal
Revised 2/1/2016

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The objective of the Medical Assistant Associate's program is to provide students with the knowledge, technical skills, and work habits required to pursue an entry-level position in the medical field. This program concentrates on helping students acquire knowledge and develop skills in laboratory practices, clinical procedures, medical office activities, professional communication, medical practice operational assessment, financial accounting, personnel management, and medical software.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: Medical Assistant Degree

Total Course Hours: 105.5 Check one: Quarter Hours ☒ x

Semester Hours ☐ —

Clock Hours ☐ —

Tuition : 28,135.

Length of Program: 77 weeks

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
AHK120	Allied Health Industry and Fundamentals	6
AHW120	Allied Health Careers and Communication	6
MAB160	Medical Front Office	5.5
MAG160	Musculoskeletal, Digestive, and Respiratory	5.5
MAP160	Nervous, Sensory, and Endocrine	5.5
MAR160	Circulatory, Immune, and Lymphatic	5.5
MAY160	Integumentary, Urinary, and Reproductive	5.5
MT203	Human Resource Management	5
HI181	Health Services Delivery and Legal Issues	4
MP200	Medical Records – EMR Management	3
MP210	Management in the Medical Office	4
HI240	Health Data Management	4
ANP300	Pathophysiology	4
MA291	Clinical Competencies	6
HS240	Medical Office Accounting	4
MAX290	Medical Assistant Externship	7

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CM102	College Composition I	5
HU245	Ethics	5
SS124	Psychology	5
CM206	Interpersonal Communication	5
SC225	Environmental Science	5

Number of Credit/Clock Hrs. in Specialty Courses: 80.5 / 105.5 Percentage: 76.3

Number of Credit/Clock Hrs. in General Courses: 25 / 105.5 Percentage: 23.7

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Brightwood College Indianapolis Southeast carries appropriate materials commensurate with the institution's diploma level offerings. The institution's learning resource center holds materials appropriate to the Medical Assistant programs in sufficient quantity and scope to meet the program's educational objectives.

The local library holds over 2000 programmatic resource books, 86 general reference books and 30 DVD's and VHS tapes. In addition to the local library resources on campus, KHEC offers library services to students at Brightwood College Indianapolis Southeast through the Kaplan Online Library. The library offers access to 29 separate databases of content with 51,765 e-books, the Kaplan University onsite library catalog, and articles from over 17,000 professional, scholarly and trade journals. Services include book delivery and interlibrary loan services, reference assistance via toll free phone, e-mail and chat, real time and multimedia instructional materials, and research collaboration with online library staff.

2. Number of volumes of professional material:

Over 2000

3. Number of professional periodicals subscribed to:

CMA Today

4. Other library facilities in close geographical proximity for student access:

- a. Indianapolis Public Library – Southport Branch
 - i. 2630 E. Stop 11 Rd., Indianapolis, IN
- b. Indianapolis Public Library – Garfield Park Branch
 - i. 2502 Shelby St., Indianapolis, IN
- c. Greenwood Public Library
 - i. 310 S. Meridian St., Greenwood, IN

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:	Faculty members will be hired at least 2 weeks prior to the start	Full-time:		Part-time:	2
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Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

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*Indiana Commission for Higher Education
Indiana Board for Proprietary Education*
**Supplementary Information on
Licensure, Certification, and Accreditation**

Institution: Brightwood College
Degree Program: Medical Assistant
Locations: Indianapolis, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

No

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

What are the professional certifications that exist for graduates of similar program(s)?

- CMA (Certified Medical Assistant)
- CCMA (Certified Clinical Medical Assistant)

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

Yes

If so, please identify

Each specific professional certification:

The national organization issuing each certification:

- CMA (Certified Medical Assistant) issued by AAMA (American Association of Medical Assistants)
- CCMA (Certified Clinical Medical Assistant) issued by NHA (National Health Association)

Please explain the rationale for choosing each professional certification:

- CMA – One of the most widely recognized national certification for medical assistants and has very specific guidelines. The CMA (AAMA) is the only medical assisting certification that requires

10/15/2015

graduation from a postsecondary medical assisting program accredited by an accrediting body recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

- CCMA – The CCMA allows our students to have an additional certification for employment, which is cheaper and have less renewal requirements.

Please identify the single course or a sequence of courses that lead to each professional certification?

- For both CMA and CCMA the following courses will lead to certification preparedness:
 - a. MAB160
 - b. MAG160
 - c. MAP160
 - d. MAR160
 - e. MAY160
 - f. MAX290

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Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

Yes

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

- In the MA field the following are the most relevant skills for a graduate to be employed as a Medical Assistant which are taught in the our program:
 - Human anatomy, physiology, and pathology
 - Medical terminology
 - Keyboarding and computer applications
 - Recordkeeping and accounting
 - Coding and insurance processing
 - Laboratory techniques
 - Clinical and diagnostic procedures
 - Pharmacology
 - Medication administration
 - First aid
 - Office practices
 - Patient relations
 - Medical law and ethics
- Preparing students for the completion of a certification exam that allows for more employment opportunities under the EHR “Meaningful Use” regulations.

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

- The program curriculum courses are recommend by the AAMA
- Meaningful Use is a mandate by the CMS

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

If so, please identify the specialized accrediting agency:

The Medical Assistant diploma program offered at the school is currently accredited by Accredited by the Accrediting Bureau of Health Education Schools (ABHES). Students entering the Medical Assistant degree program will first complete the Medical Assistant diploma program and will have completed an ABHES accredited program, and thus available for any specialized licensing that requires programmatic accreditation.

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Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

If so, please list the baccalaureate degree(s):

- No, Brightwood College does not offer a baccalaureate degree at this time.

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Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

- Clinical Medical Assistant
- Administrative Medical Assistant
- Specialized Medical Assistant